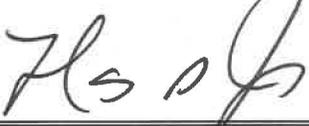




MONTGOMERY COUNTY, MARYLAND DEPARTMENT OF POLICE

TARDINESS

DIRECTIVE NO: FC 0302	EFFECTIVE DATE: July 24, 2023
CANCELS: FC 0302, dated July 24, 2018	ACCREDITATION STANDARDS: CALEA Standards: 26.1.4
PROponent UNIT: Personnel Division	AUTHORITY: Marcus G. Jones, Chief of Police 

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61).

I. DEFINITIONS

- A. **Tardiness:** Arriving on the job after the scheduled starting time.
- B. **Excused Tardiness:** Lateness for valid reasons and for which prior approved leave has not been granted. The validity of the excuse may include whether it can be verified through another source and whether a responsible course of action by the employee could have avoided the lateness.
- C. **Inexcusable Tardiness:** *Lateness for not valid reasons and for which prior approved leave has not been granted. The validity of the excuse may include whether it can be verified through another source and whether a responsible course of action by the employee could have avoided the lateness.*
- D. **Absent Without Official Leave (AWOL):** *A non-pay status in which an employee is placed when the employee fails to report for duty as scheduled or when the employee leaves the work site prior to the end of the scheduled workday without the approval of a supervisor. An employee considered absent without leave shall be placed in a non-pay status for the period in question and be subject to appropriate disciplinary action or termination. (Montgomery County Personnel Regulations, Section 15-8)*

II. TARDINESS OF EMPLOYEES

- A. Upon arriving late for work, the employee will notify the employee's supervisor.
- B. The supervisor will make a proper inquiry regarding the employee's tardiness and determine if it is excusable or inexcusable.
- C. If the tardiness is excusable, supervisors will follow the procedures as outlined below:
 - 1. Excusable Tardiness of Less Than 16 Minutes- No further action will be taken.
 - 2. Excusable Tardiness of 16 Minutes or More - The employee will be given the option of taking appropriate leave for the entire period of tardiness or being placed in a leave without pay status for the same time period.
- D. If the tardiness is inexcusable, the supervisor will follow the procedures as outlined below. The disposition for the most recent incident of inexcusable tardiness will be based on the total number of inexcusable tardiness which has occurred in the past six months.
 - 1. First Inexcusable Tardiness of Less Than 16 Minutes
Complete the MCP *Form* 30, "Supervisor's Documentation Form," noting that the tardiness is inexcusable and the employee was considered AWOL and counseled by the supervisor. No further action will be taken.
 - 2. First Inexcusable Tardiness of 16 Minutes or More
Complete the MCP *Form* 30, noting that the tardiness is inexcusable and the employee was considered AWOL and counseled by the supervisor. The employee will be placed in a non-pay status (AWOL) for the entire period of tardiness.
 - 3. Subsequent Inexcusable Tardiness Within Six Months of the Last Inexcusable Tardiness
Confer with division/unit commander for appropriate disciplinary action.